

Santa Cruz State Junior Lifeguard Program

Parent Handbook

2020



Santa Cruz Junior Lifeguard Parent Handbook

TABLE OF CONTENTS

| | |
|------------------------------------|----|
| History | 1 |
| Mission Statement | 1 |
| Program Dates | 1 |
| Program Hours | 2 |
| Program Location | 2 |
| Program Fees | 2 |
| Age Requirements | 3 |
| Instructors | 3 |
| Paid Youth Aide Program | 3 |
| Enrollment | 4 |
| Scholarships | 4 |
| Donations | 4 |
| Refund Policy | 5 |
| Tryout Test | 5 |
| Uniforms | 6 |
| Daily Itinerary | 7 |
| Daily Requirements | 7 |
| Daily Schedule/Calendar | 8 |
| Attendance | 8 |
| Code of Conduct/Bike Home | 9 |
| Behavior & Discipline | 9 |
| Competitions | 10 |
| Awards Banquet | 11 |
| Special Accommodations | 11 |
| Notice of Nondiscriminatory Policy | 11 |

HISTORY

The Santa Cruz State Junior Lifeguard Program was established in 1985 at Manresa State Beach. The following year, a second program was started at Twin Lakes State Beach and in 1995 the Seacliff State Beach Program was established. The State Junior Lifeguard Program is one way some of the thousands of children in our community can enjoy the local beaches and learn at the same time. Our main goals are to educate these children on the local environment, beach safety, and physical fitness, in a fun and safe manner.

The Junior Lifeguard Program enrolls over 600 children each summer and offers them an experience and education that will last a lifetime and possibly even save a life. The ages of the participants range from 6 to 15 years of age. Each year the number of Junior Lifeguards that return for another summer of fun and education continues to rise and many of the participants go on to become future State Park Lifeguards.

MISSION STATEMENT

The Mission of the California State Parks Santa Cruz Junior Lifeguard Program is to provide quality water safety and beach environment education to children ages 6-15.

The Junior Lifeguard program emphasizes Teamwork, Leadership, and Safety while introducing young people to safe marine and aquatic recreation opportunities. The program is designed to improve young people's physical conditioning, their understanding and respect for the environment, and their respect for themselves, their parents, and their peers.

This Mission is accomplished by activities such as instruction and practice in open water swimming, stand-up paddle boarding, body surfing, body boarding, and surfing. Respect for the environment is increased by the understanding gained by daily physical contact with the environment and through lecture and discussion of pertinent marine and aquatic topics. Increased respect for themselves is gained through their personal progress and accomplishments. Respect for others is increased by constant contact with compassionate instructors and by working with other youths in a team building environment.

Additionally, the Mission embraces opportunities for community involvement and partnerships in educational instruction. The Mission recognizes the necessity of seizing special opportunities to introduce non-traditional user groups to the wonders of marine and aquatic recreation environments.

PROGRAM DATES

Session dates change on a yearly basis, but run through the summer months of mid to late June, July and the beginning of August. For specific session dates, please visit our website or contact the Junior Lifeguard Coordinator at: sczstate.jrguards@parks.ca.gov.

PROGRAM HOURS

Regular Program Hours: 10:00am – 3:00pm, Monday through Friday.

Exceptions to normal hours will be announced for competitions and other special events.

California State Parks and the Santa Cruz State Junior Lifeguard Program are not responsible for participants outside of scheduled program hours and activities. Parents are responsible for their children immediately prior to and following scheduled program hours. Parents are expected to be prompt at dropping off and picking up their Junior Lifeguards. Please do not drop off your Junior Guard any earlier than 9:45 a.m., as instructors are setting up for the day and cannot supervise your children.

***Please do not park in handicapped parking, red zones, or leave car unattended in a loading zone when dropping off or picking up your Junior Lifeguard(s). Law enforcement will strictly enforce all parking regulations.**

PROGRAM LOCATION

The Santa Cruz State Junior Lifeguard Program takes place at three different state beaches. Please refer to the appropriate beach:

Manresa State Beach:

1445 San Andreas Road
Watsonville, CA 95076
(Below parking lot off of San Andreas Rd.)

Rio Del Mar (Platforms):

439 Beach Drive
Aptos, CA 95003
(Parking lot located just past this address on the ocean side just past the restrooms. You will take Beach Dr. south via the roundabout in the Rio Del Mar Esplanade.)

Twin Lakes:

Located at Blacks Beach- at the end of 14th Avenue in Live Oak

**Exceptions to the normal program location will be announced for weather changes, field trips, competitions and other special events.*

PROGRAM FEES

\$440.00 per session

*There are no discounts for siblings

The tuition fees include: a Junior Lifeguard uniform long-sleeved t-shirt, lectures, instruction, beach activities and a swim patch (to be given at the end of the program).

The Santa Cruz State Junior Lifeguard Program accepts Visa, MasterCard and Discover credit or debit cards for registration and uniform purchases.

[Tuition assistance](#) is available upon request (Please refer to the Tuition Assistance section in this handbook), per completion and approval of application.

AGE REQUIREMENTS

The age requirement for Junior Lifeguards is 6-15 years of age on the first day of instruction.

The groups are based on age:

Little Guards: 6-8 years old (Rio Del Mar only)

C's: 9-11 years old

B's: 12-13 years old

A's: 14-15 years old

INSTRUCTORS

The Junior Lifeguard Program is taught by professional State Park Lifeguards personnel. The Lifeguards have extensive experience and rigorous training in surf and ocean rescue, beach safety, first aid, and CPR. The instructors also have teaching and interpretation experience with children. Several guest lecturers also share their knowledge and experiences with the Junior Lifeguards.

Safety and education while having fun are our primary objectives. There will be a minimum of four certified State Park Lifeguard instructors with the Junior Lifeguards at all times during the program. In addition to the Junior Lifeguard Instructors, there will also be Youth Aide's and the Supervising Permanent Lifeguard staff to assist in supervision.

PAID YOUTH AIDE PROGRAM

This non-lifeguard mentorship position will work under close leadership of the Lifeguard II at their reporting beach location, and an assigned Seasonal Lifeguard I-Junior Lifeguard Program Instructor during the operating hours of the Junior Lifeguard Program. The incumbents will work with the Lifeguard Staff and other Park Personnel in order to develop job skills, proper work habits, and leadership qualities through work experience. This position helps to mentor and prepare future lifeguards.

Interested applicants must attend the Youth Aide Tryout. Upon passing the tryout, applicants will be scheduled for an interview immediately following the tryout.

Visit our [website](#) for more information regarding the program, duty statement, and tryout information.

ENROLLMENT

Enrollment in the Junior Lifeguard Program is “first-come, first-served”. Due to the popularity of the program, both sessions enrollment are expected to fill to capacity very quickly. Participants are considered enrolled in the program upon successful registration completion via www.reservecalifornia.com. Visit the website for the date and time registration opens and any other additional information you will need to know to be prepared for registration.

Prior to enrollment, you must first create an account on our registration website, www.ReserveCalifornia.com. You will then need to list your Junior Guard(s) as your dependents, within your account. This way, you will be able to register them on the day of enrollment and they will be enrolled in their respective age group based upon their age. For instructions on how to create an account and list your Junior Guard(s) as your dependent(s), please visit our website, or click [here](#).

SCHOLARSHIPS

The purpose of the Scholarship Program is to give households that are challenged by our tuition fees the opportunity to participate in the Junior Lifeguard Program. A limited amount of tuition assistance is available. If your child, or the child of someone you know, cannot participate in the Junior Lifeguard Program without tuition assistance, please contact us regarding a scholarship. Due to the limited funding, tuition assistance is only available for one student per family/per session each year. Priority consideration will be given to new applicants.

Applications can be found on our website along with instructions for submission and the deadline to submit. All applications must be mailed to the following address:

Santa Cruz State Junior Lifeguards
Attn: Junior Lifeguard Coordinator
665 14th Avenue
Santa Cruz, CA 95062

We have a limited amount of assistance we can offer, as we must also support our program within State Parks. **For more information, please visit our website or contact the Junior Lifeguard Coordinator.**

DONATIONS

As our Junior Lifeguard Program grows each year, so does the need for equipment and supplies. In addition, there are many deserving youth in our community who need tuition assistance. If you or your business is interested in making a donation to our Junior Lifeguard Program, please contact the Junior Lifeguard Coordinator by phone at (831) 476-4992 or by email at: sczstate.jrguards@parks.ca.gov.

REFUND POLICY

There is a \$50.00 fee for all cancellations. Participants may drop from the program at any time prior to the completion of the first week of instruction and receive a 50% refund of tuition (minus the \$50.00 cancellation fee and any processing fees). After commencement of the first day of instruction of the program's second week, no refunds will be made.

If your child does not pass the tryout, you will be refunded the full amount, minus any processing fees.

Refunds for injuries during the program that precludes the participant's further partaking in activities, may be awarded on a case-by-case basis.

There is no refund of tuition for participants that are suspended (1-3 days) or for participants that are expelled from all further program activities for disciplinary reasons.

Refunds may take up to eight weeks for payment.

JUNIOR LIFEGUARD TRYOUT TEST

The Junior Lifeguard Program is not a "learn to swim" school. Therefore, prospective participants are screened at a swimming pool tryout test to see if they have the minimum skills needed to benefit from the Junior Lifeguard Program.

The instructors approve a participant's skill level based upon successful completion of a swim test and additionally on the participant's swimming competence and confidence.

Tryout tests will be held from 11:00am – 2:00pm on a drop-in basis at Simpkins Family Swim Center and will be offered on two separate dates for you to choose from. The pool is located near the back of the parking lot. Please park there and look for our large blue "TRYOUT" flag as well as our JG uniform trailer.

Your JG **MUST** attend one of the Santa Cruz State Junior Lifeguard provided tryout sessions to qualify for the program. No exceptions can be made for tryouts at any other location, venue or from any other entity.

Dates of the tryouts will be posted to the website.

The tryout test consists of the following:

For Ages 9-15 years of age:

1. A continuous 100 yard freestyle swim (4 pool lengths)
2. A 10 yard underwater swim
3. Treading water for 3 minutes

For Ages 6-8 years of age (applicable to the Rio Del Mar Program ONLY):

1. A continuous 50 yard freestyle swim (2 pool lengths)
2. A 5 yard underwater swim
3. Treading water for 3 minutes

All participants entering the program must successfully complete the testing process to be eligible for the program (NO EXCEPTIONS).

Returning participants do not need to tryout, as their completed tryout information is on file.

If your child does not pass the tryout, you will be issued a full refund, minus the processing fee.

UNIFORMS

We require participants to wear a uniform for team camaraderie and for safety. The uniforms allow the instructors to safely monitor the Junior Lifeguards and distinguish them from non-Junior Guard participants. Junior Guards must wear the required uniform in order to participate in the Program.

Student Required Uniform: The Junior Lifeguard required uniform is the red long sleeve t-shirt with the Junior Lifeguard Logo (included in tuition fees); a solid, navy blue swimsuit and sandals (any type). Navy blue sweatpants are recommended for warmth on cold mornings.

Swimsuits: Girls can wear either a one-piece or a two-piece navy blue swimsuit. Boys can wear any navy blue swim trunks or jammers as a part of their uniform. (No patterns or designs)

Additional Uniform Item Prices:

| | |
|----------------------------|---|
| Extra Uniform Shirt | \$15 |
| Hood Sweatshirt | \$25 |
| Long Sleeve Rash guard | \$15 |
| Youth Sweatpants | \$15 |
| Adult Sweatpants | \$20 |
| JG hats (snapback/sun hat) | \$10 |
| JG Backpack | \$40→(must be paid by check to "SCSLA") |

Optional but recommended items are: a wetsuit, JG backpack, fins, long/short sleeve rash guards, red JG sweatshirts, JG sun hat or ball cap.

PLEASE MARK ALL ITEMS WITH FIRST AND LAST NAME IN PERMANENT MARKER!

Visa, MasterCard and Discover credit/debit cards are accepted. No cash is accepted. Checks can be made out to "California State Parks". For your benefit, we offer these high quality items at or

near wholesale price. Tax is included in the price, and all proceeds go directly back into the Junior Lifeguard Program.

JG Uniform Pick-Up: *Uniforms can only be purchased during tryouts at Simpkins Family Swim Center and at our uniform sales days prior to the start of each session (check our websites for dates, times and locations).

Instructor Uniforms: Junior Lifeguard instructors are distinguished from assistants and participants by the official California State Park red lifeguard uniform swim trunks, swimsuits and blue Lifeguard patch, a navy blue t-shirt with the official California State Park Lifeguard emblem across their back.

Youth Aide Uniforms: The Junior Lifeguard Youth Aides are required to wear black swim suits and shorts, and are issued a yellow Youth Aide t-shirt.

JUNIOR LIFEGUARD DAILY ITINERARY

(This agenda is subject to variation without notice, based on daily conditions)

- 10:00 a.m. - Roll call and program meeting
- 10:15 a.m. - Warm ups, stretching, calisthenics
- 11:15 a.m. - Age group skills and activities
- 12:00 p.m. - Lunch
- 12:45 p.m. - Topic lecture
- 1:15 p.m. - Age group skills and activities
- 2:40 p.m. - Program clean up, roll call and end of the day all-beach group up
- 3:00 p.m. - End of another great day!

Junior Lifeguard participants are not allowed to leave without checking out and need to stay for the end of the day group up. **If your child needs to leave early**, you **must** come down to the beach to check your child out for the day.

JUNIOR LIFEGUARD DAILY REQUIREMENTS

All Junior Lifeguards must report to their respective beach at 10:00 a.m. SHARP and will leave the beach at 3:00 p.m. SHARP each day. Parents and guardians are responsible for their children before 9:45 a.m. and after 3:00 p.m. The Lifeguards cannot stay to watch your child after the JG Program has ended.

Please make sure your Junior Guard has the following everyday:

- Wetsuits are optional, **but highly recommended**
- Sunscreen (SPF 30 or higher) and a towel
- A bag lunch, with nutritious, wholesome food
- **Lots** of drinking water for a full, active day
- Junior Lifeguard Uniform (red long sleeve shirt and navy blue swimsuit)
- A large sun hat (optional, but recommended)
- A sweatshirt and sweatpants for cold days
- Protective, beach appropriate footwear

Participation: Participants are required to take part in all regular program activities. Failure to participate may cause removal from the Program.

In an effort to help encourage full participation in the program and increase comradery with their peers, we ask that during the program hours, parents please refrain from setting up in the Junior Lifeguard area.

DAILY SCHEDULE/CALENDAR

A session calendar will be emailed out prior to the start of each session. Please read it carefully as the location of the Program changes during Competitions and other special activity days. Please be aware that the schedule is tentative, and is subject to variation without notice, based on daily conditions.

Any changes to the Program's location will be sent out via email. Please check your email frequently, during the duration of the program as this will be a vital method of communication throughout the program.

ATTENDANCE

Attendance is taken daily. Please notify us if your child will be absent for two or more days. Please email the respective program and notify your child's instructor of such. Email is the best form of contact for notifying your child's instructor of an extended absence.

Twin Lakes: twinlakesstatejuniorguards@gmail.com

Rio Del Mar: riodelmarstatejuniorguards@gmail.com

Manresa: manresastatejuniorguards@gmail.com

FOR EMERGENCY USE ONLY, Program Contacts can be reached at the following numbers, in the summer program months only, from 9:00AM – 4:00PM:

Twin Lakes: (831) 212-7248

Manresa: (831) 212-7223

Rio Del Mar: (831) 212-7232

Junior Lifeguard participants are not allowed to leave without checking out and need to stay for the end of the day group up. **If your child needs to leave early**, you **must** come down to the beach to check your child out for the day.

CODE OF CONDUCT & BIKE HOME PERMISSION FORM

Prior to the start of the Program, it is required that you and your JG review our Code of Conduct Policy and sign this form. You can access it electronically, via this [Google Forms link](#). This link will also be sent with the Session Welcome Packet email, prior to the beginning of the session. The Program rules and expectations will be reviewed on the first day of the session, as well.

Also required and part of this form, is the Bike Home Permission slip. If your JG will be walking, biking or skating home, you will need to complete this permission form so that the Instructors have this on file.

BEHAVIORAL EXPECTATIONS & DISCIPLINE POLICY

In order for the Junior Lifeguard program to be successful, participants must exhibit behavior that is respectful to our staff, other participants, equipment, and facilities. Examples of correct behavior are:

- Arriving on time
- Respect of instructors and other staff
- Respect of other participants – no shoving, hitting or name-calling
- Respect of the facilities, equipment, and property of others
- Cooperation with others and good sportsmanship
- Teamwork & a positive attitude
- Exhibiting good Leadership and looking out for others
- Following all safety rules and all instructions
- Listening quietly to directions and announcements
- Participation in regular program activities
- Using the bathrooms for their intended use only

The foundation of the Junior Lifeguard discipline is based on **SAFETY**. It is for the safety of the program and the participants that they understand and follow the program rules. Any type of mildly aggressive, destructive, intrusive or distractive actions toward a fellow participant or staff member will be considered an incident and will bring about the following progressive steps of discipline:

Step 1 - Verbal warning and counseling: Participant will be verbally warned, counseled about the situation, and given an explanation of what behavior change is expected.

Step 2 – Time out, cool-off period: immediately after each incident for 2-5 minutes, depending on the incident. Extra, supervised physical exercise such as push-ups, sit-ups, or running may be assigned at this time. At this time, the participant will be given an explanation

of the consequences for continued inappropriate behavior, and an informal behavior contract and plan for successful participation will be implemented.

Step 3 – Conference: involving parent, participant and staff that will include: discussion of the incident, explanation of discipline policy, formal behavioral contract, completed and signed, determine disciplinary support at home.

Step 4 – Suspension: depending on the severity of behavior as judged by the site leader and aquatic supervisor, suspension or expulsion may occur. Parent, participant and staff will review behavior contract as well as incident reports. There will be no refunds in the event of expulsion.

*Any single incident or aggressive, destructive, or physical behavior toward another participant or staff member, that causes injury, or could potentially cause injury, will result in an immediate time-out and a conference involving parent, participant, and site leader. Other serious incidents include the following:

- Leaving the program area without permission
- Insubordination
- Fighting with another student or person
- Unlawful or non-consensual touching of another person
- Stealing the property of another
- Vandalism of equipment or facilities
- The use of alcohol or illegal use of drugs
- Other conduct which brings disrespect to the Junior Lifeguard Program or California State Parks

Serious incidents of this nature may result in immediate expulsion from the program.

COMPETITIONS

There are three competitions held during the Junior Lifeguard Program:

Session I:

Santa Cruz State Competition

Capitola Competition

Session II:

Santa Cruz City "Norcal" Competition

Dates, locations and more information for each competition will be on our website and will be given out prior to the start of the Program.

AWARDS BANQUET

On the last day of each session, we will have an end of session Awards Banquet. The banquet will take place at each respective beach location from 6:00 p.m. to 8:00 p.m. The banquet will be a potluck. In order to make sure the potluck works for everyone, we ask that everyone follow these guidelines on what to contribute:

- A's – Drinks/Plates/Utensils (A's will get specifics to make sure enough plates & utensils are on hand.
- B's – Main Dishes
- C's – Salads/appetizers/fruit/Dessert
- Little Guards (*Rio Del Mar only*): Dessert

More info will be given the last week via email as groups are subject to change at each beach location.

SPECIAL ACCOMMODATIONS

Prospective participants desiring special accommodations or services under the Americans with Disabilities Act must notify the Junior Lifeguard office at least thirty (30) days prior to the start of the program, or as soon as reasonably possible.

NOTICE OF NONDISCRIMINATORY POLICY

The California State Junior Lifeguard program admits participants of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to participants at the program. The state does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, scholarships, athletic and other program-administered programs.